



WHAT HAPPENS WHEN YOUR WORK STATUS CHANGES?

A change in your work status may be a qualified life event and may affect your benefit eligibility and PTO.

For information and instructions on the following, go to [What To Do If You Have a Qualifying Life Event](#)

- Changing your benefits
- Providing dependent documentation
- When changes and deductions become effective, and
- Evidence of Insurability

BENEFIT ELIGIBILITY

If your status changes from PT hourly to regular FT hourly or Management:

You are currently not eligible for benefits due to [health care reform](#):

- If you have completed at least 30 days of service, you become eligible for benefits as of the effective date of your work status change. You have 30 days from the effective date of your work status change to enroll in coverage and provide proof of dependent eligibility and the dependent's Social Security Number.
- Upon your change in work status the "R" Benefits Service Center will send you information advising you of your enrollment opportunity. You should also go online to [RUsBenefits.com](#) (Username: RUS / Password: benefits) for complete plan details about all of your benefits.

Note: You should not and do not have to wait for an e-mail or any enrollment information in the mail to make your elections. Missing the deadline to enroll because you did not receive notification is not considered an extenuating circumstance for an appeal to be approved.

You are current eligible for benefits due to [health care reform](#):

- If you are currently eligible for benefits due to [health care reform](#)., your benefits will continue and no action is required.

If your status changes from FT hourly or Management to PT hourly:

- Your coverage under the Company's benefit plans will continue through the end of your [measurement period](#) if it is determined that you have averaged 30 hours of service per week.
- If your coverage continues when you change to PT status, but you want to cancel this coverage, you may contact the "R" Benefits Service Center within 30 days of changing to PT status.
- If you did not average at least 30 hours of service per week, your coverage will end as the last pay period following your change to PT status. Within 2-3 weeks of your coverage termination, a COBRA notification providing you with information and the opportunity to elect continued coverage for up to 18 months, will be sent to the address on file with the "R" Benefits Service Center.

Paid Time Off

Note: Team members with salary grade M14 and M15 are covered under the applicable marketplace management Paid Time Off policies.

Marketplace Management to Marketplace Hourly

On the effective date of your change to a marketplace hourly TM, your vacation, ETO and sick time will be based on the [Paid Time Off for Marketplace Hourly Team Members policy](#) or the [Paid Time Off for DC Hourly Team Members policy](#), and the [Sick Pay for Marketplace Hourly Team Members policy](#) or [Sick Pay for DC Hourly Team Members policy](#) or a [statutory sick pay policy](#) if you work in a location with local sick pay laws.

At the time of your work status change, your HOURLY PTO (Vacation and ETO time) will be adjusted to add in **accrued but unused** Vacation and Personal time that was accumulated but not used while a Management TM.

In addition, your Year to Date hours worked in the PTO Year prior to your demotion will be calculated in order to determine the number of hours to be added to your "This Year Vacation" accrual.

Lastly, you will be credited with 48 hours (6 days) as available Sick Time, provided you had at least one year of service immediately prior to the status change. If you worked less than one year, Sick Time accrual will be calculated based on actual hours worked (accounting for any Excluded Period). Any remaining "Carryover" hours in Workday, if applicable, will transfer over to eTime as "Prior PTO" hours.

Marketplace Hourly to Marketplace or DC Management

On the effective date of your change to marketplace or DC management, your vacation, Personal and sick time will be based on the [Paid Time Off for Marketplace and DC Salaried Team Members policy](#).

At the time of the promotion, you will be eligible for the better of your remaining hourly PTO balance in eTime or the new allotments under the marketplace and DC management PTO plan (based on your completed years of service), reduced by time taken from your anniversary date to the promotion date. Any remaining "Prior PTO" hours in eTime, if applicable, will transfer over to Workday as management "Carryover" hours.

As of the beginning of the following Fiscal/PTO Year, you will receive your new PTO allotment based on the Store, RO and DC Marketplace MGT PTO Policy.

GRC Hourly or Management to Marketplace Management

As of the effective date of your status change, your vacation and personal time will be based on the [Paid Time Off for Marketplace and DC Salaried Team Members policy](#).

As of the effective date of the policy/status change, you will receive the better of your remaining GRC PTO balances or the new prorated Vacation and Personal/Holiday allotment under the marketplace and DC management PTO plan to use for the rest of the PTO Year, based on the number of months remaining in the current PTO Year (from the status change date to the end of current PTO Year).

As of the beginning of the following Fiscal/PTO Year, you will receive your new PTO allotment based on the Store, RO and DC Marketplace MGT PTO Policy.

Marketplace or DC Management to GRC Hourly or Management

As of the effective date of your status change, your vacation and personal time will be based on the [GRC PTO Policy](#). For GRC Hourly team members, your sick time will be based on the Sick Pay for GRC Hourly Team Members policy.

When you transition from the marketplace or DC management to GRC hourly or management, you will be treated as if you were hired during the month of your transfer and will receive a prorated amount of vacation days based on the New Hire Schedule in the GRC PTO Policy. You will also receive pro-rated Personal Days based on the Personal Day chart in the GRC policy, based on the number of months remaining in the current PTO Year. However, if your remaining PTO balances from the marketplace is greater, you will retain those balances upon your transition. Your full PTO allotment must be used in accordance with the PTO Year, which follows the Company's Fiscal Year (generally February 1st to January 31st).

As of the beginning of the following Fiscal/PTO Year, you will receive your new PTO allotment based on the GRC PTO Policy.

GRC Hourly or Management to Marketplace Hourly

As of the effective date of your status change, your vacation, ETO and sick time will be based on the [Paid Time Off for Marketplace Hourly Team Members policy](#) or the [Paid Time Off for DC Hourly Team Members policy](#), and the [Sick Pay for Marketplace Hourly Team Members policy](#) or [Sick Pay for DC Hourly Team Members policy](#) or a [statutory sick pay policy](#) if you work in a location with local sick pay laws.

Your PTO will be based on your Earned Hours Adjusted Service Date (TIME OFF SERVICE DATE), which is your original hire or anniversary date or last rehire date following a break in service

greater than 90 days. If you were hired on or after February 1, 1990, your anniversary year begins on the anniversary of your TIME OFF SERVICE DATE each year. If you were hired before February 1, 1990, your anniversary year is February 1st to January 31st.

You will begin to accrue PTO as marketplace hourly team member as of your status change date, provided you have completed 90 days of service. If you are yet to complete 90 days of service, you will begin to accrue PTO once you reach 90 days.

At the time of your work status change, your HOURLY PTO (Vacation and ETO time) will be adjusted to add in accrued but unused Vacation and Personal time that was accumulated but not used while a Management TM salaried. In addition, you will also be credited with your Year to Date hours worked in the current PTO Year (prior to the demotion) will be calculated in order to determine the number of hours to be added to your "This Year Vacation" accrual. Lastly, if you are going from GRC Management to Marketplace Hourly, you will be credited with 48 hours (6 days) as available Sick Time, provided you had at least one year of service as a MGT TM immediately prior to the status change. If you worked less than one year, Sick Time accrual will be calculated based on actual hours worked (accounting for any Excluded Period). If you are going from GRC Hourly to Marketplace Hourly, there is no impact to your Sick Time.

Marketplace Hourly to GRC Hourly or Management

As of the effective date of your status change, your vacation and personal time will be based on the [GRC PTO Policy](#). For GRC Hourly team members, your sick time will be based on the Sick Pay for GRC HQ Hourly Team Members policy. Your PTO will be based on a PTO Year that runs from February 1st to January 31st.

When you transition from the marketplace hourly to GRC hourly or management, you will be treated as if you were hired during the month of your transfer and will receive a prorated amount of vacation days based on the New Hire Schedule in the GRC PTO Policy. You will also receive pro-rated Personal Days based on the Personal Day chart in the GRC policy, based on the number of months remaining in the current PTO Year. However, if your remaining PTO balances from the field is greater, you will retain those balances upon your transition. This PTO allotment must be used in accordance with the PTO Year, which follows the Company's Fiscal Year (generally February 1st to January 31st).

As of the beginning of the following Fiscal/PTO Year, you will receive your new PTO allotment based on the GRC PTO Policy.

GRC Management to GRC Hourly

Please refer to the [GRC PTO Policy](#) for information on demotions and how it affects your PTO allotment.

GRC Hourly to GRC Management

Please refer to the [GRC PTO Policy](#) for information on promotions and how it affects your PTO allotment.

OTHER THINGS YOU SHOULD THINK ABOUT

Your payroll deduction amounts for some of the benefit plans may change based on your work status change. Please make sure your payroll deduction amounts are correct. If your deduction amounts are not correct, contact the "R"Benefits Service Center at 1-844-TRU-BENS.

AN AVAILABLE RESOURCE

The **ComPsych® GuidanceResources® Program**. provides professional and confidential consulting to you and your family for work and family issues, legal matters, financial issues, addiction and recovery problems, resources for seniors and childcare and any stress-related issues you need help with. Call 1-866-519-8360, or go online to www.guidanceresources.com (Company ID: EAP4TRU).

For questions or comments contact the "R"Benefits Service Center at 1-844-TRU-BENS.